

**Scott Walker**  
Governor

**Jon Litscher**  
Secretary



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## State of Wisconsin Department of Corrections

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January 20, 2017

Chief Rick Gramza  
Marshfield Police Department  
110 West First Street  
Marshfield, WI 54449

**Re: Annual Lockup Inspection**

Dear Chief Gramza:

On January 18, 2017, the annual inspection of the Marshfield Municipal Lockup was conducted pursuant to WI Statute 301.37(3). The inspection compared the facility and its operation to applicable state statutes and Department of Corrections' Administrative Code Chapter DOC 349. The report summarizes the inspection results and includes the attached Municipal Lockup Inspection Summary document.

The lock-up is located within the Marshfield Police Department. [REDACTED]

[REDACTED] The lockup consists of three individual cells, a processing (booking) area that includes a secured equipment section, shower/decontamination area, storage area and a soft interview room. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

On the day of the inspection, there were no detainees being held in the facility.

In 2016, there were 663 individuals processed at the facility; of that number 34 individuals were detained and held in the facility. The majority of holds are very short term until transportation is arranged or the individual is released.

The police department completed 418 transports in 2016 either to the county jail or a local health care facility.

[REDACTED]

[REDACTED]

Following the previous inspection completed in 2016, the updated and redesigned booking documents has resulted in cleaner and designated required information completed. Juvenile booking documents are different in color as a management procedure to ensure confidentiality and maintenance of documents as required.

All booking documents are reviewed by Staff Services Supervisor Lorrie Krokstrom to ensure all required documentation is completed. This risk management procedure is applauded and enhances the overall facility operation and decreases liability. A review of the booking documents found that it appears the booking documents lacking information required has decreased significantly as a result of the routine reviews. Note: any booking documents found lacking required information is returned to the responsible officer for correction.

The condition of the facility is impressive; it continues to be maintained in an exceptional and remarkable condition. The facility is neat, orderly, clean and sanitary. The maintenance program and maintenance personnel are commended to their attention to detail and response to duties maintaining the facility as found. Any concerns or issues are addressed in a timely and fiscally responsible manner as they arise. The eye-wash station has been updated with an improved faucet mounted eye wash head. Padding adhered to the wall corners remains intact and provides an additional facility safety measure.

Security procedures continue to be completed as required and include door and lock inspections, routine searches of the facility, fire inspections, fire extinguisher inspections and fire alarm testing and administrative review of lockup documents to ensure required information is completed on all forms. Additional areas are inspected monthly and include cameras, ceilings, first aid kit, speakers, keys, etc. You may want to consider adding a monthly inspection of the eye wash station as well and include it on the documentation form used.

It is encouraged that annual staff training regarding lock-up operations be considered and pursued. Training options include information provided during shift change briefings, one on one review (staff and supervisor or training officer), memos or emails, etc. Any training provided, regardless of timeframe (could be 10-15 minutes) adds up and should be documented. Training on various lock-up operations may include juvenile issues (status vs non-status offenses), booking documentation, health screening questionnaire completion and follow-up if needed, observation check requirements, medication verification and delivery and documentation, policy review, etc.

The Department of Justice (DOJ), Juvenile Justice Specialist Nina Emerson completed a compliance review of the facility on June 22, 2016. Her review looked at the facility juvenile records from 1-1-15 through 9-30-15. The report notes that no compliance issues were identified reference the Juvenile Justice and Delinquency Prevention Act. Monthly juvenile record reports are submitted to DOJ as required.

There was one juvenile held in the facility in 2016 from approximately 11:41am to 12:15pm. The required DOJ reporting was completed.

[REDACTED]

The Marshfield Police Department is in the process of restructuring the department. Restructuring includes a Chief Deputy position and Sergeants positions restructured to Lieutenant positions. No additional staff hired is required to complete this initiative. Duties and responsibilities of the positions are currently being evaluated. Lead Officer positions remain as well.

As a reminder, a best practice of documenting the officer on shift supervising female offenders is recommended. There were four female offenders held in the facility in 2016. Currently, if a female officer is not on shift, the female arrestee is not held and is transported to the jail.

Three holding cells were verified on the day of the inspection.

I wish to thank you, your staff; Lead Officer Punke, Staff Services Supervisor Krokstrom and Lead Officer Beauchamp for the assistance provided during the inspection as well as assistance during routine site visits and responding to various informational requests from this office in the past year. It is a pleasure working with you and your staff. Your staff's courtesy and cooperation, knowledge, professionalism and dedication are commended.

If you have any questions regarding the inspection results or other correctional matters please contact me.

Professionally,



Denise Ellis  
Detention Facilities Specialist

Cc:   Lead Officer J.D. Beauchamp  
      Lead Officer Jason Punke  
      Mayor Chris Meyer  
      City Administrator Steven Barg  
      Staff Services Supervisor Lorrie Krokstrom  
      Lieutenant Pat Zeps  
      Kristi Dietz, Director-ODF  
      Regional File

Enclosure

DEPARTMENT OF CORRECTIONS  
OFFICE OF DETENTION FACILITIES  
**MUNICIPAL LOCKUP INSPECTION SUMMARY**

**Date:** January 18, 2017

**DOC Approved Capacity:** 3

**Name of Facility:** Marshfield Police Department Municipal Lock-up

**Name of Official in Charge:** Chief Rick Gramza / Lead Officer Jared Beauchamp, Lock-up Administrator

**Additional Contact Person:** Staff Services Supervisor Lorrie Krokstrom or Lead Officer Jason Punke

**DOC REQUIREMENTS**

**DOC 349.07 Physical Environment**

Met	Not Met	N/A	
X	<input type="checkbox"/>	<input type="checkbox"/>	349.07(2)(3) Single Occupancy
X	<input type="checkbox"/>	<input type="checkbox"/>	349.07(4) Bed/Toilet/Water Supply
X	<input type="checkbox"/>	<input type="checkbox"/>	349.07(5) Windows/Detention Screens
X	<input type="checkbox"/>	<input type="checkbox"/>	349.07(6)(7) Security Door at Entrance with Detention-strength Locking Device and Security Glass Observation Opening
X	<input type="checkbox"/>	<input type="checkbox"/>	349.07(8) Exterior Lighting

**Remarks:** The facility continues to be maintained in exceptional condition. Issues identified are addressed in a timely manner by maintenance personnel Bruce Tibbett.

**DOC 349.08 Sanitation and Hygiene**

Met	Not Met	N/A	
X	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(a) Towels and Soap - <i>supplies</i>
X	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(b) Hygiene Items - <i>supplies</i>
X	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(c) Jail Clothing/Footwear - <i>supplies</i>
X	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(d) Blankets/Laundering - <i>supplies, launder after each use</i>
X	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(e) Mattresses- Waterproof and Fire Retardant
X	<input type="checkbox"/>	<input type="checkbox"/>	349.08(2) Cell/Holding Room Sanitation - <i>clean after each use</i>
X	<input type="checkbox"/>	<input type="checkbox"/>	349.08(3)(4) & HFS 190 Food Preparation/Service - <i>documentation of meals</i> 349.09(6)

**Remarks:** Hygiene and clothing items are provided as needed; supply of items is maintained on site.  
Laundry is completed via a contract with the maintenance personnel.  
Meals are provided during meal times or as needed and documented.

**DOC 349.09 and 349.17 Inmate Screening and Health Care**

Met	Not Met	N/A		
X	<input type="checkbox"/>	<input type="checkbox"/>	349.09(1) 349.17	Admission Screening for Physical and Mental Health Problems
X	<input type="checkbox"/>	<input type="checkbox"/>	349.09(1)	Medical Care Provided - <i>documentation when provided</i>
X	<input type="checkbox"/>	<input type="checkbox"/>	349.09(2)	Emergency Dental Care Provided - <i>documentation when provided</i>
X	<input type="checkbox"/>	<input type="checkbox"/>	349.09(9)(3) 349.19	Control and Administration of Medications
X	<input type="checkbox"/>	<input type="checkbox"/>	349.09(5) 349.19(5)	Record of Drugs Administered - <i>documentation when provided</i>
X	<input type="checkbox"/>	<input type="checkbox"/>	349.09(4)	Storage of Drugs - <i>secure area not accessible to inmates</i>
X	<input type="checkbox"/>	<input type="checkbox"/>	349.09(5)	Notification of Next of Kin Upon Death of Inmate

Remarks: Screening forms are completed as required. Forms are routinely reviewed for completeness and any lack of documentation is addressed; few noted areas requiring completion.  
Medication procedures and requirements are met. Secured medication storage is maintained.

**DOC 349.10 Fire Safety**

Met	Not Met	N/A		
X	<input type="checkbox"/>	<input type="checkbox"/>	349.10(1)	Fire Protection Equipment to Include Fire Extinguishers, Fire Alarms, Smoke and Thermal Detectors and Self-contained Breathing Apparatuses
X	<input type="checkbox"/>	<input type="checkbox"/>	349.10(2)	Written Policies on Fire Protection and Evacuation
X	<input type="checkbox"/>	<input type="checkbox"/>	349.10(3)	Posted Evacuation Route
X	<input type="checkbox"/>	<input type="checkbox"/>	349.10(4)	Document Local Fire Inspection Every Six Months

Remarks: Fire inspection completed on 1/13/16 and 8/2/16; both inspections noted no violations.  
Fire extinguishers are date stamped 7/2016.  
Fire alarm inspection completed on 2/25/16 noted no deficiencies.  
The evacuation route is posted and policy requirements are met.

## DOC 349.11 Records and Reporting

Met	Not Met	N/A		
X	<input type="checkbox"/>	<input type="checkbox"/>	349.11(1)	Register of Inmates - <i>review</i>
X	<input type="checkbox"/>	<input type="checkbox"/>	349.11(2)	Lockup Log - <i>review</i>
X	<input type="checkbox"/>	<input type="checkbox"/>	349.11(3)	Records in a Secure Place
<input type="checkbox"/>	<input type="checkbox"/>	X	349.11(4)(a)(1)	48-hour Notification of an Inmate Death
<input type="checkbox"/>	<input type="checkbox"/>	X	349.11(4)(a)(2)	48-hour Notification of Attempted Suicide
<input type="checkbox"/>	<input type="checkbox"/>	X	349.11(4)(a)(3)	48-hour Notification of Inmate Injury and Hospitalization
<input type="checkbox"/>	<input type="checkbox"/>	X	349.11(4)(a)(4)	48-hour Notification of an Inmate Escape or Attempted Escape
<input type="checkbox"/>	<input type="checkbox"/>	X	349.11(4)(a)(5)	48-hour Notification of Damage to Lockup Affecting Safety or Security
X	<input type="checkbox"/>	<input type="checkbox"/>	349.11(4)(a)(5)(b)	Information Requested by Division Shall be Promptly Furnished

Remarks: \*N/A indicates no events which require a 48-hour notification to ODF occurred.

Records are maintained as required.

Detailed records and reports are provided as requested.

## DOC 349.12 Security

Met	Not Met	N/A		
X	<input type="checkbox"/>	<input type="checkbox"/>	349.12(1)	Physical Inspection of All Areas Every 60 Minutes and Recorded in Log
X	<input type="checkbox"/>	<input type="checkbox"/>	349.12(1)	Physical Inspection of Inmate Identified as Having Special Problems such as Mental Disturbances, Suicidal Tendency, Severe Alcohol or Drug Withdrawal Every 15 Minutes
X	<input type="checkbox"/>	<input type="checkbox"/>	349.12(2)	Three Complete Sets of Lockup and Fire Escape Keys
X	<input type="checkbox"/>	<input type="checkbox"/>	349.12(3)(4)	All Lockup Personnel Shall Be Familiar with the Lockup System and the Lockup Facility in Event of Fire or Other Emergency. Staff Shall Be Knowledgeable About the Storage of Lockup and Fire Escape Keys.
X	<input type="checkbox"/>	<input type="checkbox"/>	349.12(3)(5)	Monthly Inspection of Cell and Fire Escape Locks and Doors to be Recorded in the Lockup Log

Remarks: A review of random observation logs found them to meet or exceed the requirement. There were no high risk/suicide logs to review. Staff complete and document observation checks well within the requirements and typically more frequently than required.

Detailed monthly door and lock inspections are completed with documentation maintained.

Additional areas inspected include the lockup plumbing, cameras, speakers, first aid kit, lighting, smoke detectors and fire extinguisher, and general condition of the booking, interview, live scan and intoxilyzer rooms / areas. Any issues noted during the door and lock inspections are addressed in a timely manner.

## Wisconsin State Statute Chapter 302, Prisons; State, County and Municipal

Met	Not Met	N/A		
X	<input type="checkbox"/>	<input type="checkbox"/>	302.37(1)(b)	The Keeper of a Lockup Facility Shall Keep It In a Clean and Healthful Condition and Shall Serve Each Prisoner with Clean Water, Towels and Food
X	<input type="checkbox"/>	<input type="checkbox"/>	302.37(3)(b)	Keeper of a Lockup Facility Shall Furnish Toilet Facilities, Light and Heat
X	<input type="checkbox"/>	<input type="checkbox"/>	302.41	At Least One Person of the Same Sex Shall be On Duty to Supervise that Inmate
X	<input type="checkbox"/>	<input type="checkbox"/>	302.42	There Shall be an Attendant Present at Every Jail While There is a Prisoner in Custody
X	<input type="checkbox"/>	<input type="checkbox"/>	302.365	There Shall be a Policy and Procedure Manual in Effect and DOC Approved
X	<input type="checkbox"/>	<input type="checkbox"/>	302.38	Medical Care

Remarks:

Bruce Tibbett/Maintenance continues to maintain the facility in exceptional condition.

The same gender staff as the offender held is on-site during custody holds.

The policy manual is current; approved in 2009 with updates in 2010 and 2011.

### ADDITIONAL INFORMATION

One juvenile was held in 2016 for approximately 34 minutes. The hold has been reported to DOJ as required.

The most recent DOJ JJDPA compliance site visit was completed on 6/22/16 by Nina Emerson.

There were 34 individuals detained in the facility in 2016. Detentions are short term until transportation

arrangements are completed. [REDACTED] The facility processed 663 individuals in the facility; this number does not include additional individual fingerprints completed for citizen applications for employment, adoption procedures, etc.

Prison Rape Elimination Act (PREA) signage is posted and includes off-site reporting contacts.

Administrative staff continues to supervise and operate the facility within the requirements of DOC 349.

Policy updates (Lexipol) is currently in the process of review/revision/completion with future implementation.

*Denise Ellis*

Denise Ellis, Detention Facilities Specialist

Cc: Chief Rick Gramza  
Lead Officer Jared Beauchamp, Lock-up Administrator  
Staff Services Supervisor Lorrie Krokstrom  
Lead Officer Jason Punke, Assistant Lock-up Administrator 0  
Kristi Dietz, Director-Office of Detention Facilities

Mayor Chris Meyers  
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